

**TOWN OF EAST WINDSOR
11 RYE STREET
EAST WINDSOR, CONNECTICUT 06088**

MINUTES OF REGULAR MEETING

Tuesday, April 3, 2012 at 7:00 p.m.

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Alan Baker (arrived at 7:09 p.m.), Dale Nelson, Richard P. Pippin, and James C. Richards

Members Absent: None

Others: Cathy Simonelli, Gilbert Hayes, John Burnham, Edward Alibozek, Arthur Enderle, Jim Barton, Paul Anderson, Robert Cleveland, Paul Hunter, Lori Gabriel, John Percoski, Carol Percoski, Marie Whelden, Barbara Halloran, and Jim Stremper, Scott Morgan, and many others

Press: L. Smith (Patch.com)

I. Call to Order

First Selectwoman Denise Menard called the Regular Meeting to Order at 7:03 p.m., in the East Windsor Town Hall.

II. Attendance

Denise Menard, First Selectwoman
Alan Baker, Deputy First Selectman (arrived at 7:09 p.m.)
Dale Nelson, Selectwoman
Richard P. Pippin, Jr., Selectman
James C. Richards, Selectman

III. Added Agenda Item

None.

IV. Approval of Minutes

- A. Budget Meeting Minutes of February 18 & 22; March 3, 5, and 7, 2012**
- B. Regular Meeting Minutes of March 6, 2012**

An error was noted in the February 22, 2012 Special Meeting-Budget Workshop Minutes. An amendment to the minutes on Page 2, Paragraph 7 is noted. The following is the noted amendment:

“...the pump truck will be in need of new **breaks** at a cost of approximately...”

to

“...the pump truck will be in need of new **brakes** at a cost of approximately...”

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen approves the Budget Workshop Minutes of February 18, 2012 as presented, February 22, 2012, as amended, March 3, 2012, as presented, March 5, 2012, as presented, March 7, 2012 as presented and the Regular Meeting Minutes of March 6, 2012 as presented.

V. Public Participation

Mr. John Percoski of Reservoir Avenue addressed the Board. He had questions regarding the BMX/Skateboard Park which is being built on Reservoir Avenue. He has heard rumors that the park will not have fencing and it will not be supervised. He wanted to know what is going on with this project.

Ms. Menard indicated to him that this portion of the meeting is held for citizens of the Town to express concerns and it was not to be used as a discussion of issues. If Mr. Percoski would like to come to her office and schedule an appointment to discuss this issue, she would be willing to do same. She commented to him as well, that he could look back into the minutes of the Parks and Recreation Commission, Board of Selectmen and BMX/Skateboard Park Committees which will show great discussion and planning of the BMX/Skateboard Park.

Ms. Carol Percoski of Reservoir Avenue addressed the Board. She inquired as to why she, as a neighbor of where the BMX/Skateboard Park, was not notified of the construction of the park. Again, Ms. Menard indicated that if she would like to discuss the park, Ms. Percoski could make an appointment to discuss same.

Mr. Alan Baker entered the meeting at 7:09 p.m.

VI. Communications

a. CIRMA – Members’ Equity Distribution

Ms. Menard indicated that she has received a letter from CIRMA indicated the Town of East Windsor and East Windsor Board of Education’s eligible contribution is the premiums received during the 2010-2011 policy period, including payroll audits, retrospective adjustments, and premium bearing endorsements. The Equity Distribution for the Town of East Windsor and East Windsor Board of Education is \$26,751.00. The distribution should be delivered

to the Town sometime in July. Ms. Menard indicated last year the money was used to pave the parking lot at the Town Hall Annex.

b. Invitation to East Windsor Rotary Club Citizen of the Year (April 19th)

Ms. Menard indicated to the Board that in their packet is an invitation to attend the East Windsor Rotary Club Citizen of the Year Award Ceremony. The Citizen of the Year is Bill and Marie Groves. The ceremony will take place on Thursday, April 19, 2012 at 5:30 p.m. at the Nutmeg Restaurant. Reservations must be made by April 12, 2012 and it is asked that anyone attending to bring a non-perishable item for the 5 Corner Pantry.

c. Invitation to the Trolley Museum's Fundraiser (May 11th)

Ms. Menard indicated to the Board that in their packet is an invitation to attend a fundraiser for the Trolley Museum on May 11, 2012 to raise money for the damaged which was done to three trolleys in January and February.

VII. Selectman's Reports

a. Denise Menard, First Selectwoman

Ms. Menard indicated that progress regarding the knock down of the property on North Water Street is continuing. The specs have been revised and Mr. Norton has been assisting in the specs. It is hoped that the project will go out to bid by the end of April. Research has been done by Mr. Norton and Mr. Stanley regarding the hazardous materials and the cost of removing those materials.

Ms. Menard also discussed the lease on the town copiers. She is presently negotiation a new lease for the copies for all departments. She will keep the Board apprised of her progress.

b. Alan Baker, Deputy First Selectman

Mr. Baker indicated he attended the Planning and Zoning Meeting and a Public Hearing was held. Additional public participation was heard regarding the construction of apartments which would be modeled after the Mansions on Canyon Ridge. There was public participation which was positive.

At the recent Conservation Commission Meeting, it was discussed starting community gardens for next Spring. Fundraising will have to be done to begin the project. Agricultural grants are available for gardens of 30 acres or less that produce food. If anyone would be interested in helping, they could contact Mr. Baker for more information.

c. Dale Nelson, Selectwoman

Ms. Nelson indicated she has been busy attending budget workshop meetings of the Board of Finance. On March 28, 2012, she attended the Emergency Management Meeting at the Police Department. The meeting was well attended. There will be a training test in July to see how the department works during an emergency situation.

Ms. Nelson also mentioned that she attended the Warehouse Point Fire Department meeting and she hopes to attend her first Broad Brook Fire Department Meeting on Thursday.

d. Richard P. Pippin, Selectman

Mr. Pippin indicated he attended the Building Commission Meeting which was held at Scout Hall recently. A discussion regarding the gas line to the Town Hall and the generator, and the problem was solved. It was also discussed the gas line to the police department and it was resolved that any and all work regarding the gas line to the police department should be recommended to the Board of Selectmen before any work commences.

Mr. Pippin commented on the recent WPCA Meeting he attended. The meeting discussed the budget and it was a good productive meeting. At their regular meeting, Prospect Hill facility assessment fees were discussed. It was also discussed the beginning of the North Road Sewer Project Phase II. A discussion regarding the benefit assessment policy was also held.

e. James C. Richards, Selectman

Mr. Richards indicated that the Board of Education had a meeting on March 28, 2012, which he did not attend. The EDC had scheduled a meeting for April 23, 2012 at 7:00 p.m. at the Town Hall. The Historical Commission does not meet until April 12, 2012. The Housing Authority met last evening everything seems to be going well. The meeting went into Executive Session and therefore, he had no further information regarding that meeting. He did indicated that there was a concern about paving the parking lot and possibility of waiting until the construction is completed before the paving would begin.

VIII. Board and Commission Resignations and Appointments

a. Resignations: None

b. Re-Appointments: None

c. New Appointments:

**1. North Central District Health Board of Directors
Maria Whelden, 3-year vacancy to expire 4/01/2015**

Ms. Marie Whelden addressed the Board. She indicated that she has been a pharmaceutical development professional with over 30 years of nursing, research, and management experience. She has held positions of increasing responsibility including people, budget and process improvement management both in the USA and globally including third world countries. She was formerly with a large pharmaceutical company; she transitioned to the bio-tech industry for professional growth opportunities.

A brief discussion was held and it was asked if she would come to the Board on a quarterly basis to given the Board an update on the North Central Health District. She indicated she would do so.

It was **MOVED** (Baker) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves the appointment of Maria Wheldon as a member of the North Central District Health Board of Directors for a three year term to expire April 1, 2015.

**2. Zoning Board of Appeals
David Menard, (D) a term to expire 11/19/2013**

It was **MOVED** (Pippin) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the appointment of Mr. David Menard, (D), to the Zoning Board of Appeals, to serve a term expiring November 19, 2013.

d. Board and Commission Current Vacancy List

The list was given to all the Board Members for their review

Board Recessed to conduct a Town Meeting at 7:30 p.m.
Board Reconvened at 8:37 p.m.

It was **MOVED** (Richards) and **SECONDED** (Baker) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. XI. New Business a. 2012 National Donate Life Month Presentation to Include Gilbert Hayes to be discussed before IX. Unfinished Business.

XI. New Business

a. 2012 National Donate Life Month Presentation to Include Gilbert Hayes

Ms. Menard introduced to Mr. Gilbert Hayes to the Board. Mr. Gilbert Hayes attempted to show a video on the smartboard, but unfortunately, the video would not run on the computer. He indicated he was at the Board of Selectmen this evening to promote National Donate Life Month which is April of 2012. He indicated he is a kidney organ recipient about eight years ago. He is requesting that the Donate Life Flag, which he is giving to the Board of Selectmen, be flown in honor of National Donate Life Month.

A brief discussion was held.

Ms. Menard wished Mr. Hayes a Happy Birthday and indicated the Town Hall will fly the flag he has given to the Board of Selectmen beginning tomorrow.

It was **MOVED** (Baker) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. XI. New Business c. Request from the Conservation Commission to Establish Community Gardens to be discussed before IX. Unfinished Business.

c. Request from Conservation Commission to Establish Community Gardens

Ms. Menard introduced to the Board Ms. Barbara Halloran and Mr. Jim Stempfer to the Board to discuss the establishment of community gardens. Ms. Menard indicated the Kogut Property where the dog park is located has approximately five acres which is not being used. The Conservation Commission is proposing using that property for community gardens. Mr. Stempfer has been extremely helpful volunteering his services in clearing the land and suggesting ideas of how to water the gardens. Mr. Stempfer explained the goal of the community gardens to use 25' by 50' plots of land for a small fee of approximately \$25.00 year for maintaining the land. The plots will be available for planting food. Water will be supplied by the person and he will also have a hay wagon which will collect rain water which could be used for watering the gardens. Ms. Halloran indicated the reason for using this plot of land because it is next to the dog park and the BMX/Skateboard Park and it will bring the community together. A map was shown to the Board Members showing where the property is located. Again, it was discussed that the gardens will be done on a 5 acre plot of land. The Planning and Zoning Commission had expressed their concerns with the use of pesticides. The Conservation Commission is looking to do this project on a small scale for approximately three years to see how it works out.

A lengthy discussion was held regarding the regulations, rental fees, and community members which will be participating in the Community Gardens.

It was **MOVED** (Richards) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen approve the Conservation Commission request to establish community gardens at the Kogut Property as described in a map entitled "Town of East Windsor Proposed Community Garden Map 31, Block 57, Parcel 001 Reservoir Avenue East Windsor – Connecticut" dated March 20, 2012, as presented.

It was **MOVED** (Baker) and **SECONDED** (Nelson) and **PASSED** (U) that the Board of Selectmen move Agenda Item No. XI. New Business b. Request from the Veterans Commission to be discussed before IX. Unfinished Business.

b. Request from the Veterans Commission

Ms. Menard introduced to the Board Mr. Jim Barton and Mr. Scott Morgan from the Veterans Commission. The Veterans Commission is seeking assistance from the Town of East Windsor Public Works Department to install and remove flags on the utility poles in the center of Broad Brook and Warehouse Point. These flags are placed in brackets mounted on the poles about 10 to 12 feet above ground. They are in place from May to November. Historically, members of the Veterans Commission have volunteered to put the flags up sometime in May and remove them in November. We had volunteer assistance from a member of the community with a bucket truck or, more recently, used one members ladder tied to his trailer and followed by another member personal fire/police vehicle. None of these are reliable or safe means of accomplishing the task.

The chore takes about 2 to 3 hours and could easily be done with a sufficiently tall vehicle. It can be done anytime in May prior to Community Day and again in November anytime after Veterans Day.

A lengthy discussion was held. It was suggested on calling to local electricians or tree maintenance companies to see if they would be willing to donate their time. It was also suggested calling to see if a bucket truck could be rented for one day. It was also suggested to talk to Mr. Norton to see if he had any suggestions.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen returns to the order of the Agenda discussion of XI. Unfinished Business.

IX. Unfinished Business

a. Set Salaries for Part Time and Unaffiliated Employees

Not discussed at this meeting, but remains on the agenda pending receipt of additional information.

X. Budget Matters

a. Budget Transfers

No transfers to be discussed at this meeting.

b. Discussion 2012-2013 Budgets

Ms. Menard indicated the Board of Finance is now reviewing the proposed budgets.

c. CCM-Budget Impact on East Windsor

Ms. Menard indicated that her office received CCM budget information for the Town of East Windsor on March 29, 2012. This information has been passed on to the Board of Finance during their reviewing process.

d. Discussion of Budget Correspondence

Ms. Menard wanted to respond to the letter which was presented at the March 20, 2012 Board of Selectmen Meeting by Mr. Jack Mannette. Ms. Menard read from that letter. She commented that the Board of Selectmen does not have a disregard for the Charter. Over the years, after each budget has been passed, the Board of Selectmen has always reviewed raises of the unaffiliated and part-time employees. She indicated that very topic is currently listed on this Board of Selectmen's agenda. She remarked about the comment of poor fiscal judgment with regard to employment compensation in economic hard times. She indicated it is matter of opinion of poor management. The discussion of the Director of Public Works raise was done in executive session. During that discussion, it was ascertained from surrounding towns the salaries of their public work directors and engineering. Ms. Menard gave to the Board Members that information for their review.

Board Recessed at 9:23 p.m.

Board Reconvened at 9:36 p.m.

Mr. Richards commented about the letter of Mr. Mannette indicating he disagrees with the comment of poor fiscal management. In comparison of the salaries, the

Town of East Windsor is getting two positions, public works director and engineer, for the price of one. Also, he indicated regarding the union negotiations, Mr. Richards commented that Mr. Norton is not affiliated with the unions. Mr. Norton goes above and beyond for the Town in his duties. Mr. Richards then gave examples of same.

Mr. Richards also inquired about the backup documentation which Mr. Mannette refers to when the budget was passed last year. He would like to see that information. He did review the minutes from last year's budget workshops and did not that information referred to in the minutes. He would ask if that information is available from the Board of Finance, he would like to see it.

Ms. Menard wanted to clarify what the Charter reads about the responsibility of the Board of Selectmen authorized to set salaries. Again, she indicated for the past twenty years, the Board of Selectmen set salaries after the budget has been approved. The Board of Finance usually sets aside funding for that purpose. In the past two years, the part-time salaries and unaffiliated salaries have been frozen.

A lengthy discussion was held and it was suggested that any back up that the Board of Finance has in regards to this subject matter could be given to the Board of Selectmen for review.

XI. New Business

d. Discussion of Pursuing Grant Opportunities Regarding Skylark Airport

Ms. Menard indicated she has received a request from Ms. Laurie Whitten, Town Planner, about obtaining a grant for the upcoming fiscal year with the DOT for the acquisition feasibility study for Skylark Airport. The airport tenants are still interested and have sent a few emails regarding funding. Federal funding share dropped from 95% to 90% with the recent reauthorization, so the local share would be approximately \$3,400. The airport has expressed that they wanted the study done even with the increased cost.

The DOT has mentioned that they have taken the project off the capital plan because they thought the town was not interested. They received a copy of a letter submitted to the FAA at that time. The aviation planner feels that it would be a good idea to send a letter to the DOT stating that the Town is still interested in acquiring the airport if the study showed it was a promising venture.

A discussion was held regarding this issue. It was the general consensus that the Town was not interested in purchasing the airport. However, it was also agreed that Ms. Laurie Whitten and Ms. Menard would work on a letter to have the study performed.

e. Discussion of Blight Ordinance

Ms. Menard indicated to the Board Members that in their packets is information regarding the blight ordinance which includes the Property Maintenance Code along with Coventry's Ordinance for their review. Ms. Menard indicated that Ms. Newton has been using the Property Maintenance Code to send letters to those residents which complaints have been received regarding their property. This blight ordinance has been researched for the past two years.

A lengthy discussion was held regarding blight ordinances from other towns and how to enforce such an ordinance. It was the general consensus that Ms. Menard will speak with Ms. Whitten and Ms. Newton in regarding to the blight ordinance and will get more information to the Board Members at the next Board of Selectmen Meeting.

f. Approval and Adopt the Resolution Grant FY 2013 Historic Documents Preservation Program

Ms. Menard indicated that the Town Clerk has applied for the grant for FY 2013 for the Historic Documents Preservation Program. A resolution needs to be adopted by the Board of Selectmen.

A brief discussion was held.

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen adopts a resolution that Denise Menard, First Selectman, is empowered to execute and deliver in the name and on behalf of this municipality a contract with the Connecticut State Library for an Historic Documents Preservation Grant.

g. Approval and Adopt/re-adopt the Following Documents regarding the Fair Housing Month

- 1. Fair Housing Resolution**
- 2. Fair Housing Policy Statement**
- 3. Title VI Equal Opportunity Statement**
- 4. Affirmative Action Policy Statement**

It was **MOVED** (Pippin) and **SECONED** (Nelson) and **PASSED** (U) that the Board of Selectmen approves and/or adopt/re-adopt the Fair Housing Resolution (Exhibit A) attached hereto; Fair Housing Policy Statement (Exhibit B) attached hereto; Title VI Equal Opportunity Statement (Exhibit C) attached hereto; and, Affirmative Action Policy Statement (Exhibit D) attached hereto; and authorizes the First Selectman, Denise Menard, to execute and any all contracts as necessary.

h. Approval of Community Day Proclamation

Ms. Menard indicated that Community Week is scheduled for May 7 through May 12, 2012. She has a proclamation which she would like everyone to review and adopt.

It was **MOVED** (Richards) and **SECONDED** (Pippin) and **PASSED** (U) that the Board of Selectmen proclaims that the week of May 7, 2012 through May 17, 2012 as Community Week in East Windsor pursuant to Exhibit E as attached hereto.

i. Tax Refunds

Ms. Menard discussed an Application for Refund request from the Tax Collector wherein Ms. Kimberly Lord, Tax Collector is requesting under Connecticut General Statutes Section 12-129 a refund from the Town of East Windsor in the amount of \$3,692.01.

It was **MOVED** (Baker) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen approves the tax refunds in the amount of \$3,692.01 pursuant to the tax collector's request.

XII. Executive Session (pursuant to Connecticut General Statutes Section 1-200(6) Personnel

Executive Session was not held.

XIII. Adjournment

It was **MOVED** (Nelson) and **SECONDED** (Richards) and **PASSED** (U) that the Board of Selectmen adjourns the April 3, 2012 Regular Meeting at 10:09 p.m.

Respectfully Submitted,

Denise M. Piotrowicz
Recording Secretary

EXHIBIT A

**FAIR HOUSING RESOLUTION
TOWN OF EAST WINDSOR**

- Whereas, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and
- Whereas, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and
- Whereas, The Town of East Windsor is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOVED,

That the Town of East Windsor hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED,

That the chief executive officer of the Town of East Windsor or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of East Windsor and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the Town of East Windsor on _____.

Denise Menard
First Selectman

Town Seal

EXHIBIT B

Fair Housing Policy Statement

It is the policy of the Town of East Windsor to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by this Town of East Windsor must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of East Windsor or any of sub-recipient of the Town of East Windsor will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of East Windsor.

The municipality's Fair Housing Officer, Elizabeth Burns, or her designated representative is responsible for the enforcement and implementation of this policy. The Fair Housing Officer, Elizabeth Burns is the person responsible for fair housing and may be reached at (860) 623-2430 or Eburns@eastwindsorct.com.

Complaints pertaining to discrimination in any program funded or administered by this Town of East Windsor, may be filed with Elizabeth Burns. The municipality's Grievance Procedure will be utilized in these cases.

Complaints also may be filed with the Commission on Human Rights and Opportunity, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403.

A copy of this policy statement will be given annually to all Town of East Windsor employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town of East Windsor.

Revised [date revised]

Date

Denise Menard
First Selectman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Elizabeth Burns, 25 School Street, P. O. Box 911, East Windsor, CT 06088 (860) 623-2430.

EXHIBIT C

Compliance with Title VI of the Civil Rights Act of 1964

The Town of East Windsor does not discriminate in the provision of services, the administration of its programs, or contractual agreements. The Town of East Windsor seeks to fully carry out its responsibilities under the Title VI Regulations.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in programs and activities receiving Federal financial assistance. Title VI provides that No person shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs covered by the Regulations.

This policy is effectuated through the methods of administration outlined in the Town of East Windsor's Fair Housing Plan and is fully implemented to ensure compliance by the Town of East Windsor, as the recipient, and by sub- recipients. The cooperation of all personnel is required.

Denise Menard, First Selectman

Date

ADA MUNICIPAL GRIEVANCE PROCEDURE

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs, or benefits by the Town of East Windsor.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Elizabeth Burns, ADA Coordinator
Town of East Windsor
25 School St., P. O. Box 911
East Windsor, CT 06088

Within 15 calendar days after receipt of the complaint, the ADA Coordinator will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the ADA Coordinator will respond in writing, and, where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the ADA Coordinator and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the ADA Coordinator within 15 calendar days after receipt of the response to the First Selectman or his or her designee.

Within 15 calendar days after receipt of the appeal, the First Selectman or his or her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting the First Selectman or his or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the Town of East Windsor, appeals to the First Selectman or his or her designee, and responses from the ADA coordinator and First Selectman or his or her designee will be kept by the Town of East Windsor for at least three years.

Denise Menard, First Selectman

Date

EXHIBIT D

AFFIRMATIVE ACTION POLICY STATEMENT

As First Selectman of the Town of East Windsor, I recognize the need for Affirmative Action and I pledge my commitment to undertake positive actions to overcome the present effects of past practices or barriers to equal employment opportunity and to achieve the full and fair participation of minorities, women, people with disabilities, older persons, and all other protected groups found to be underutilized in the Town of East Windsor's work force or affected by policies having an adverse impact. In the spirit of Executive Order 11, signed by Governor Ella Grasso November 21, 1975, and Executive Order 9, signed by Governor William A. O'Neill on January 3, 1984, I further state that this Town of East Windsor will comply with the anti-discrimination provisions of the state and federal laws and regulations listed at the end of this section.

I recognize the hiring difficulties experienced by minorities, people with disabilities and by many older persons and, where appropriate, I have set goals to overcome the present effects of past discrimination, if any, to achieve the full and fair utilization of such persons in the work force. I further pledge that the Town of East Windsor will affirmatively provide services and programs in a fair and impartial manner.

Where adverse impact is identified, the Town of East Windsor will: (1) review its personnel policies and procedures to ensure that barriers, which unnecessarily exclude protected classes and practices, which have an illegal discriminatory impact, are identified and eliminated; (2) explore alternative approaches to employ minorities and members of protected classes; (3) administer all terms, conditions, privileges and benefits of the employment process in an equitable manner; and (4) establish procedures for the extra effort that may be necessary to ensure that the recruitment and hiring of protected group members reflect their availability in the job market.

It is the policy of the Town of East Windsor to provide equal employment opportunities without consideration of race, color, religion, age, sex, marital status, national origin, genetic information, past/present history of mental disability, ancestry, mental retardation, learning or physical disabilities including but, not limited to blindness, sexual orientation, political belief or criminal record, unless the provisions of Section 46a-60(b), 46a-80(b) and 46a-81(b) of the Connecticut General Statutes are controlling or there is a bonafide occupational qualification excluding persons in one of the above protected groups. This policy applies to all aspects of the employer/employee relationship including, but not limited to, recruitment, hiring, referrals, classifying, advertising, training,

upgrading, promotion, benefits, compensation, discipline, layoff and terminations.

The Town of East Windsor will implement, monitor and enforce this Affirmative Action Policy Statement in conjunction with the applicable federal and state laws, regulations and executive orders listed below: 13th, 14th and 15th Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, presidential Executive Orders 11246, amended by 11375, (Nondiscrimination under federal contracts), Act 1 Section 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill Executive Order Number 9, the Connecticut Fair Employment Practices Law (46a-63-64). Discrimination against Criminal Offenders (46a-80). Connecticut General Statutes, Connecticut Code of Fair Accommodations Law (46-63-64), definition of Blind (46a-51 (1), definition of Physically Disabled (46a-51 (15), definition of Mentally Retarded (46a-51 (13), cooperation with the Commission of Human Rights and Opportunities (46a-77), Sexual Harassment (46-60-(a) Connecticut Credit Discrimination Law (360436 through 439), Title I of the State and the Local Fiscal Assistance Act of 1972 and the Americans with Disabilities Act of 1992.

This policy statement will be given annually to all Town of East Windsor employees and will also be posted throughout the Town of East Windsor. I also expect each supplier, union, consultant and other entity (s) with which we do business to comply with all applicable State and Federal Equal Opportunity laws and regulations. The Town of East Windsor will not knowingly do business with any entity debarred from participation in any federal or state program or found to be in violation of any state or federal anti-discrimination law.

I have assigned the responsibility to achieve the successful implementation of our goals and objectives to Elizabeth Burns, ADA Coordinator, (860) 623-2430, Eburns@eastwindsorct.com .

Date

Denise Menard
First Selectman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE FROM THE ADA-504 COORDINATOR BY CALLING (860) 623-2430.

EXHIBIT E

COMMUNITY WEEK

MAY 7 – 12, 2012

PROCLAMATION

As individuals we find in or families a sense of identity, purpose and security. It is through family life that our most cherished values and traditions are passed from one generation to the next. Through our experience as members of a family, we learn important lessons about love and faith, duty and respect, personal responsibility and concern for others. The strength and integrity of the family are vital to our well-being as a community.

Whereas, families are basic building blocks of society; and

Whereas, families need and deserve recognition, encouragement, and support for all the daily miracles that they perform; and

Whereas, each of our communities has the ability to empower and enhance family potential; and

Whereas, all citizens of our town are promoting a safe and healthy environment for our families; and

Whereas, the highlight of the week's focus will culminate in a day-long event on May 12th, 2012; therefore be it

Resolved, that the East Windsor Board of Selectmen proclaims the week of May 7, 2012 to May 12, 2012 as Community Week in East Windsor. We call upon our citizens, government agencies, public and private institutions, businesses and schools in East Windsor to promote healthy lifestyles for all citizens in support of appreciation of all community families.

Dated at East Windsor, Connecticut this 3rd day of April, 2012.
